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Site Visit Report	Project: Citizen Service Center
Location: Sar-e-Pul Province	Coordinates: Latitude: N 36° 12'58.44" Longitude: E 65° 56'14.45"
Inspection Date: October 30, 2013	Weather: Partly Cloudy, Temp @ 20°C, No Precipitation
Inspectors: [REDACTED] and [REDACTED]	Status: Complete, Transferred to Community

PRESENTED TO

**United States Agency for International Development (USAID)
Office of Economic Growth and Infrastructure (OEGI)**

Ramp-UP North

Great Massoud Road
Kabul, Afghanistan

PRESENTED BY

**Tetra Tech, Inc.
Afghanistan Engineering Support Program
Contract No. EDH-I-00-08-00027-00
Task Order No. 1**

Work Order WO-LT-0009 AMD #5

Shash Darak
Kabul, Afghanistan

Approved by:

[REDACTED]

Name: [REDACTED]
Title: **Deputy Chief of Party**

Date: **1/16/2014**

EXECUTIVE SUMMARY

The goal of this project is to construct a new Citizen Service Center (CSC) for use by the residence of Sar-e-Pul Province. The CSC consists of one (1) single-story building. The project is funded in part by USAID in conjunction with RAMP-UP North with other contributions from the Sar-e-Pul Municipality.

On October 30, 2013 two Afghanistan Engineering Support Program (AESP) engineers from Tetra Tech (Tt) traveled to Sar-e-Pul Province to inspect and evaluate the Citizen Service Center construction. No drawings or specifications were provided, so work was evaluated using architectural renderings and a bill of quantities (BOQ). At the time of this inspection, Tt determined the USAID and RAMP-UP North portion of the construction work for the Citizen Service Center is well underway, but incomplete. The contractor's remaining work consists of installing furniture, computers, and two (2) ceiling fans. Other additional notes include the potential hazard from the lack of railing along the stairways, which does not appear to be included in the architectural renderings or BOQ. Exterior construction work of this project is the responsibility of the local municipality and is complete. Overall, the construction is found to be satisfactory.

DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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This report was prepared for the United States Agency for International Development, Contract No. EDH-I-00-08-00027-00, Task Order 01, Afghanistan Engineering Support Program.

1.0 INTRODUCTION

The Citizen Service Center (CSC) project is located in Sar-e-Pul city. USAID, in conjunction with Ramp-UP North, funded portions of the interior of the building as well as installation of exterior windows. The construction of the building, site work, electrical work and some interior furnishes were designated the responsibility of the Sar-e-Pul Municipality.

USAID and RAMP-UP North responsibilities on the site include:

- Installation of wooden/wainscot paneling for the lower part of interior walls
- Installation of interior door
- Construction of vestibule ("PVC Cabin Hall")
- Installation of steel net and frame for two exterior windows
- Installation of furniture and computers

Municipality funded activities on the site include:

- Construction of building
- Site grading
- Electrical installation including lighting, fans, and electrical panels
- Installation of exterior windows
- Interior/Exterior finishes and painting
- Construction of vehicle gate

2.0 SITE VISIT

Two civil engineers from Tetra Tech's (Tt) Afghanistan Engineering Support Program reviewed the project documentation for the CSC and traveled to Sar-e-Pul province on October 30, 2013 to evaluate the visible completed works. The provided project documentation included architectural renderings (Appendix A) and a Bill of Quantities (BOQ) (Appendix B). The findings of this site observation are documented in this report, including photos provided in the figures section on pages 4 to 9.

3.0 SITE VISIT DETAILS: USAID RESPONSIBILITY

Regarding the USAID funded portion of works provided in conjunction with RAMP-UP North, the following was observed:

1. The installation of the Medium Density Fiber (MDF) board wainscoting is complete. It measures 120 cm and covers the lower part of the interior walls, satisfying the items listed in the BOQ. (See Figures 6, 7, 8, and 9)
2. The installation of the cabin hall for the entry door is complete. It measures 2 m x 1.2 m x 3.1 m, satisfying the items listed in the BOQ. (See Figures 8 and 9)
3. Installation of the steel fence and steel net is complete. The steel fence profile is 20 x 20 mm for the main frame along with decorative steel work and steel net installed for the two (2) exterior windows of CSC building for the security purpose to satisfy the items listed in the BOQ. (See Figures 3, 4, and 5)
4. Installation of furniture and computers for the CSC building is incomplete. At the time of the site visit, no furniture or computers had been installed.
 - a. **Remaining Work:** The contractor is to install furniture and computers for the CSC building.
5. Installation of the two (2) ceiling fans is incomplete.
 - a. **Remaining Work:** The contractor is to install two (2) ceiling fans in the CSC building.

Based on the above summary, Tt has determined USAID and RAMP-UP North's portion of the construction work for the Citizen Service Center is well underway, but incomplete. All exterior and interior design work has been completed in accordance with the architectural renderings, however, the contractor's remaining work consists of installing furniture, computers, and two (2) ceiling fans.

Additional notes not previously identified as part of USAID's responsibility, but should be addressed:

1. The stairways leading to the doors (see figures 1, 2, 3, and 4) pose a hazard for users. Tt advises that railings be installed to eliminate the hazard.

4.0 SITE VISIT DETAILS: MUNICIPALITY RESPONSIBILITY

Regarding the municipality funded portion of works, the following was observed:

1. Construction work for the CSC building is complete. This includes stone masonry, brick masonry, concrete work, marble tiles placement and painting. (See Figures 1 and 2)
2. The electric work for the lighting and ceiling fans systems inside the building is complete. This includes: four (4) switches for the light fixtures and two (2) switches for the fans (not yet installed).
3. Installation of six (6) small windows and one (1) large window is complete. This appears to be in accordance with the architectural renderings.
4. Installation of two (2) entry doors is complete. This appears to be in accordance with the architectural renderings. (See Figures 1, 3, and 4)
5. Installation of five (5) interior light fixtures and six (6) exterior light fixtures is complete. (See Figures 10, 11)
6. Installation of the ceramic tiles paving the interior floor is complete. This appears to be in accordance with the architectural renderings. (See Figure 12)
7. Installation of the vehicle gate is complete. This appears to be in accordance with the architectural renderings. (See Figures 1 and 4)

Based on the above summary, Tt has determined the municipality's portion of the construction work for the Citizen Service Center is complete. All construction work, electrical work, and lighting have been completed in accordance with the architectural renderings.

FIGURES



Figure 1. Southwest view of CSC building



Figure 2. Northwest view of the CSC building

FIGURES (CONTINUED)

Figure 3. View of the southwest side of the CSC building with one entry door and two windows covered with net to provide security



Figure 4. View of steel vehicle entry gate

FIGURES (CONTINUED)

Figure 5. View of the windows, covered with net to provide security



Figure 6. View of wooden/MDF board (particle board), covering the lower part of the interior walls, 120 cm in height

FIGURES (CONTINUED)

Figure 7. Another view of wooden/MDF board (particle board), covering the lower part of the interior walls, 120 cm in height



Figure 8. View of the PVC Cabin hall for entry door

FIGURES (CONTINUED)

Figure 9. Interior of the CSC



Figure 10. View of the interior lights on the ceiling of the CSC building

FIGURES (CONTINUED)



Figure 11. View of the exterior lights on the overhang outside the CSC building



Figure 12. View of the interior ceramic tile flooring of the CSC building

APPENDIX A – SAR-E-PUL CSC ARCHITECTURAL RENDERINGS

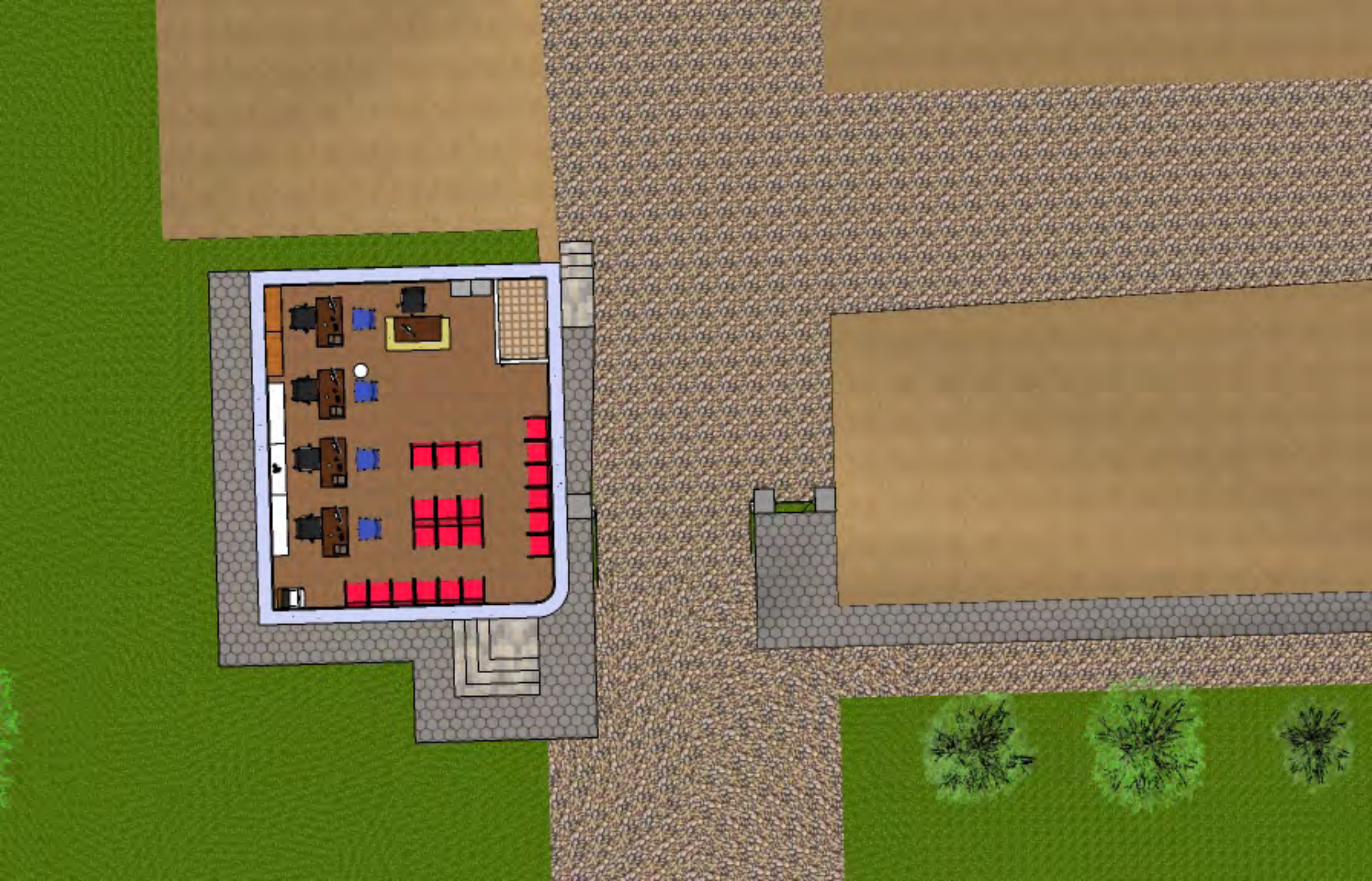






















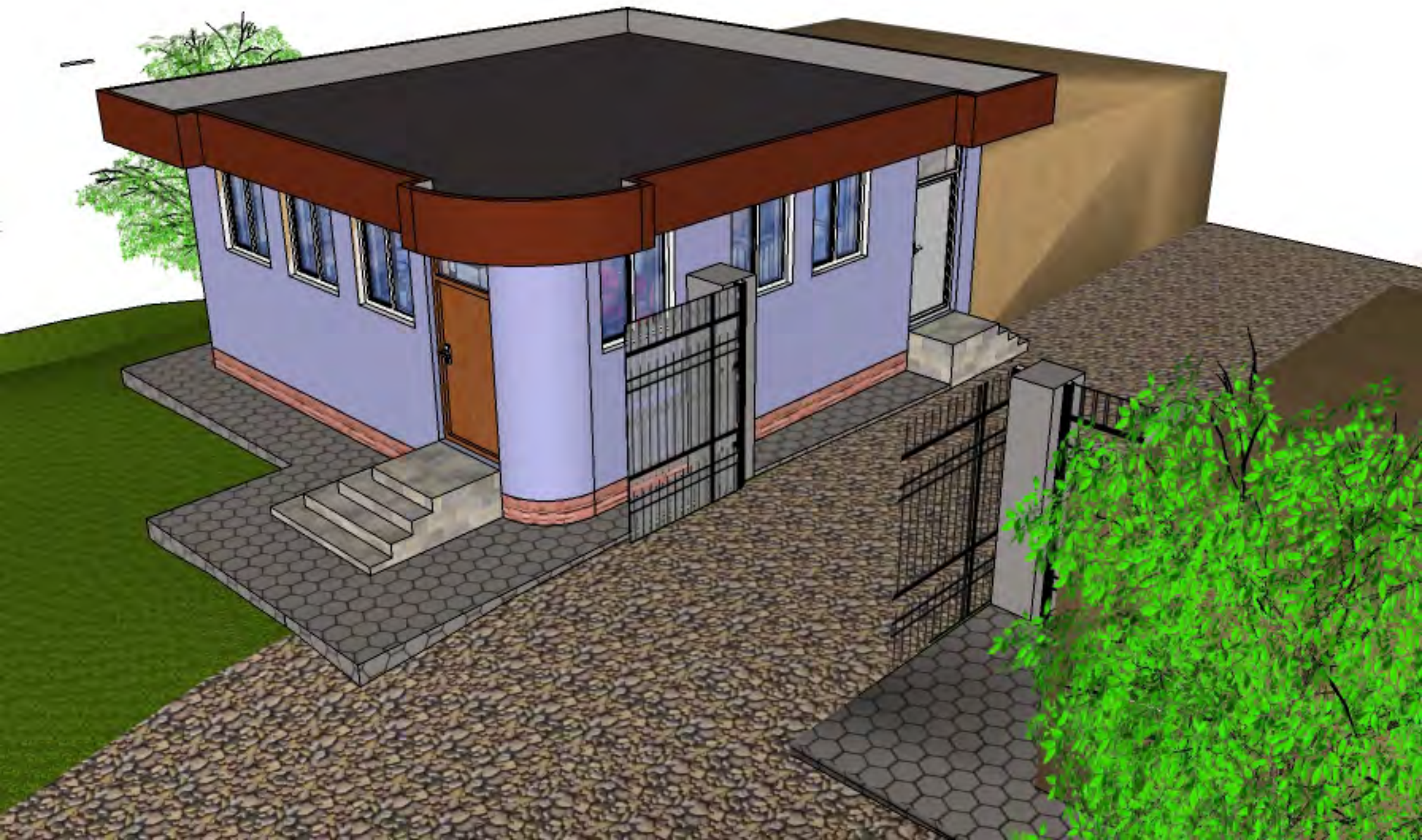




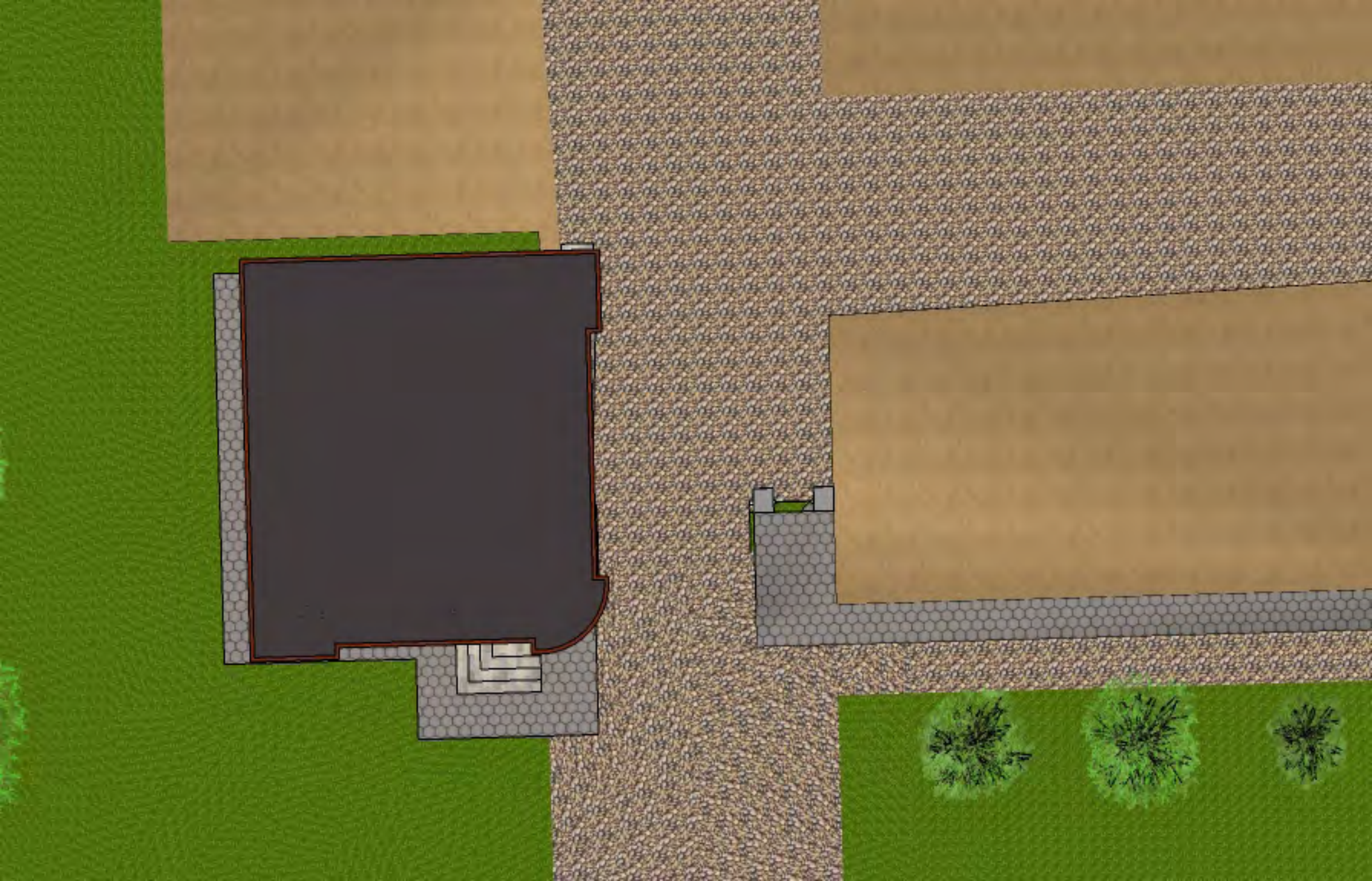












APPENDIX B – SAR-E-PUL CSC BILL OF QUANTITIES

RAMP-UP-NORTH
Internal Finishing Work - Municipality of Sar-e-pul CSC
Bill of Quantities

	Project Name: Sar-e-Pul Citizen Services Center (CSC)					Date: August/15/2013
NO	Description	Quantity	Unit	Unit Price (AFA)	Total Price Each Item (AFA)	Remarks
A	Internal finishing works for CSC:					
1	Provision and Installation of wooden/MDF board(lawsani) 120 cm height to cover the lower part of the interior walls(complete with all required activities).	33.00	sqm		AFA -	
2	Providing and Installation of PVC Cabin hall for door of enter way (2m+1.2m*3.1m) according to the drawing and specifications(complete with all required activities).	9.92	sqm		AFA -	
3	Provision and installation of steel fence(steel profile 20x20mm for the main frame along with decorative steel works and proper installation) and steel net for two exterior windows of CSC building with all required activities (anti rust, 3 coat lead free oil painting).	4.80	sqm		AFA -	
Grand Total Cost in AFA				AFA -	AFA -	
Grand Total Cost in \$					\$ -	